

City of Hialeah



Julio Robaina
Mayor

Esteban Bovo
Council President

Carlos Gonzalez
Council Vice President

Council Members

Jose F. Caragol
Vivian Casals-Munoz
Luis Gonzalez
Cindy Miel
Jose Yedra

**Keeping Builders and
Owners Updated...**

City of Hialeah Community Development Building Division

501 Palm Avenue, 2nd Floor
Hialeah, FL 33010
(305) 883-5825 Fax (305) 883-8082
www.ci.hialeah.fl.us



Our Commitment...

Our goal is to provide valuable information to you concerning the permit and inspections process within the City of Hialeah. This brochure will also inform you of code issues and changes.

From the Desk of the Building Official:

As the enforcement and regulatory agency of Building Code issues within the City, the Community Development Department would like to remind all General Contractors, Architects and Engineers that they are responsible for conforming to the "Fair Housing Act" when working on multifamily projects. In addition, please remember to take into account all accessibility and landscaping codes when designing a project. Failure to do so often causes delays in the permitting and inspection process.

The City of Hialeah Department of Community Development is dedicated in providing efficient, effective and courteous service. The department, which reviews applications for building permits, issues building permits, and which performs inspections in order to assure conformance within building codes, regulates and enforces such codes within the City of Hialeah.

Juan Gutierrez, R.A.
Building Official



Hialeah Courthouse Under Construction ↑March 2003/July 2003↓



Building Headlines...

- The new Florida Building Code became effective March 1, 2002. The South Florida Building Code is no longer enforced for new permits.
- City of Hialeah has new permit applications and now uses fee sheets for Plumbing, Electrical, Mechanical and Roofing Trades.
- New Fee Schedule is in effect.
- City's Park Impact Fee is now \$1500 per residential unit.
- Look to Miami-Dade County Code Chapter 8 for local amendments to the Florida Building Code and minimum plan requirements.
- The City will be requiring permits for Light Weight Insulating Concrete (LWIC) installations.
- All Contractors, Architects, and Engineers certified by the State need to complete a minimum amount of continued education hours, please check with the respective Board for hour requirements.

...Are you Registered as a Contractor with the City?

To become registered with the City you will need to provide some basic information on your first permit activity. Things you will need are a copy of your liability insurance and worker's comp issued to the City of Hialeah, your competency license, and an index card signed by the qualifier. For additional information contact Awilda Rivera at 305-883-5963.

Once you have been registered make sure to keep us updated with your most current effective dates on insurance and worker's comp. This will help expedite your insurance verification and issuance of your future permits.

State Registration is required for those County licensed contractors with equivalent State license categories.

GENERAL PERMIT REQUIREMENTS: Fill out Building Permit application completely particularly boxes 1, 3, 5, and 7. Sign & notarize application and owner affidavits. Bring the properties FOLIO number. When the Permit application is for a CONDOMINIUM, the Association Authorization Letter is required with the president's signature notarized.

When applying as Owner-Builder permit on residential, the owner must reside at the property where the improvements are proposed. Owner/Builder must bring valid State of Florida Drivers License with same address. In some cases a warranty deed will be required. If a name change has been done due to marriage or divorce, legal documentation will be required.

On commercial properties, an authorization letter is required from the owner or corporation president when the tenant is applying for a permit. Tenant can improve property subject to when the area is no more than 500 sq. ft. and/or less than \$5000 in value and it is non-structural, otherwise a licensed contractor is required.

When the job value is \$2,500 or more, a "NOTICE OF COMMENCEMENT" will have to be filed by Miami-Dade County Recorder Office and should be at the job site for the first inspection.

Once a permit is issued, the contractor or owner/builder is responsible for requesting all required inspections. Permit will **expire 6 months** after the last **APPROVED** inspection date.

BUILDING PERMIT APPLICATIONS WILL REQUIRE AN UPFRONT FEE CHARGE WITH NO REFUNDS

LOST PLANS – SUBMIT NEW APPLICATION SIGNED & NOTARIZED BY OWNER & CONTRACTOR.

RENEWAL OF PERMIT – SUBMIT NEW APPLICATION SIGNED & NOTARIZED BY OWNER & CONTRACTOR & BRING ORIGINAL JOB COPY.

40 YEAR AND 10 YEAR RE-CERTIFICATION (\$480): SUBMIT 1 ELECTRICAL REPORT AND 1 STRUCTURAL REPORT SIGNED & SEALED BY A CERTIFIED ENGINEER OR ARCHITECT.

RESIDENTIAL ADDITION PERMITS /ALTERATION (MIN. \$130): MUST SUBMIT 2 UPDATED SURVEYS & SUBMIT 2 COPIES OF PLANS. TO LEGALIZE A STRUCTURE THAT WAS DONE WITHOUT PERMIT, FOLLOW STEPS AS OUTLINED IN "INSTRUCTIONS TO CUSTOMERS PROCESSING VIOLATIONS".

ALUMINUM ROOF / CANVAS/ AWNING PERMITS (MIN. \$95): MUST SUBMIT 2 UPDATED SURVEYS, SUBMIT 2 COPIES OF THE SPECS, 2 COPIES OF THE PRODUCT APPROVALS (NOA), AND 2 COPIES OF THE FLOOR PLAN DRAWINGS WITH DIMENSIONS. (FOR CONDOMINIUMS- MUST BRING LETTER OF APPROVAL FROM THE ASSOCIATION.) Need *sample of material* (swatch) when canvas or tent.

CONCRETE SLAB & WALKWAY PERMITS (MIN. \$79): SUBMIT 2 UPDATED SURVEYS, MUST INDICATE ON BOTH SURVEY COPIES THE SIZE & LOCATION OF PROPOSED SLABS AND/OR WALKWAYS AND CONCRETE SPECIFICATIONS.

DEMOLITION (MIN. \$172): MUST SUBMIT 2 UPDATED SURVEYS / 2 SITE PLANS SPECIFYING THE SIZE OF THE BUILDING TO BE DEMOLISHED. BRING 2 COPIES OF THE APPROVAL LETTERS FROM THE UTILITY COMPANIES. (1)-DEPT OF WATER & SEWERS, (2)-FPL, (3)-BELL SOUTH, (4)-COMCAST & (5)- CITY GAS. DEMOLITION ON COMMERCIAL PROPERTY OR A MULTI-FAMILY OF 5 UNITS OR MORE: PROVIDE CLEARANCE OF ASBESTOS LETTER AND D.E.R.M APPROVAL. A PLUMBING PERMIT FOR SEWER CAP AFTER OBTAINING A DEMOLITION PERMIT IS ALSO REQUIRED.

DRIVEWAY PERMITS (MIN. \$79) FOR APPROACH PERMIT GO TO STREET DEPT. AT 900 E. 56 ST. MUST TAKE UPDATED SURVEY TO STREET DEPARTMENT TO BE STAMPED. PROCESSED. WHEN PERMIT IS ISSUED IN STREETS DEPT. BRING THOSE 2 COPIES, (INDICATING SIZE, LOCATION, & SPECIFYING TYPE OF DRIVEWAY) TO THE BUILDING DEPARTMENT AND APPLY FOR BUILDING PERMIT.

DUMPSTER ENCLOSURES (MIN. \$130): MUST SUBMIT 2 UPDATED SURVEYS AND SUBMIT 2 COPIES OF PLANS.

FENCE PERMITS (MIN. \$130) (WOOD FENCE, CHAIN LINK FENCE, IRON FENCE AND CONCRETE FENCE): SUBMIT 2 UPDATED SURVEYS & SUBMIT 2 COPIES OF FENCE PLAN. IF THE FENCE IS TO BE LOCATED ON A UTILITY EASEMENT, YOU MUST BRING 2 COPIES OF THE APPROVAL LETTERS FROM THE FOLLOWING FIVE UTILITY COMPANIES: DEPT. OF WATER & SEWERS; FPL; ATT; COMCAST; CITY GAS.

PAVING / PARKING LOT / RESURFACING / RE-STRIPPING (MIN. \$79): CONTRACTOR ONLY. BRING 2 COPIES OF UPDATED SURVEY AND SITE PLAN.

PODS CONTAINER (MIN. \$50): MUST SUBMIT CONTRACT FOR PODS. 1 PER PROPERTY. ALLOWED FOR 10 DAYS FOR MOVING PURPOSE, OR 90 DAYS FOR RENOVATION / ROOF REPAIR. NEED RENEWAL IF LONGER TIME IS REQUIRED. A \$50 FEE FOR INITIAL PERMIT IS REQUIRED AND AN ADDITIONAL \$50 FOR EACH RENEWAL. RENEWAL IS SUBJECT TO ZONING APPROVAL.

POOLS (MIN \$174): MUST SUBMIT 2 UPDATED SURVEYS AND SUBMIT 2 COPIES OF PLANS.

REPAIR PERMITS (MIN. \$181): MUST SUBMIT 2 SKETCHES IF REQUIRED. FILL OUT REPAIR LIST. IF **FIRE REPAIR**, BRING INSURANCE CLAIM REPORT, IF APPLICABLE. IF **STRUCTURAL DAMAGE**, ALSO SUBMIT ARCH/ENG REPORT, IF APPLICABLE.

ROOF (MIN. \$130): MUST SUBMIT 2 COPIES OF HIGH-VELOCITY HURRICANE ZONES UNIFORM PERMIT APPLICATION AND REQUIRED N.O.A.'S, FEE SHEET, AND COPY OF THE CONTRACT BETWEEN OWNER AND CONTRACTOR.

SHED PERMITS (MIN. \$59): MUST SUBMIT 2 UPDATED SURVEYS, SUBMIT 2 COPIES OF PRODUCT APPROVALS FROM STATE OF FLORIDA OR MIAMI-DADE COUNTY. THE PROPOSED SHED MUST BE INDICATED ON A SITE PLAN CORRESPONDING SIZE AND SETBACKS.

SHUTTER PERMITS (MIN. \$95): MUST SUBMIT 2 COPIES OF THE PRODUCT APPROVALS, 2 COPIES OF DESIGN WIND PRESSURES AND 2 COPIES OF SHUTTER PRODUCT APPROVAL AUTHORIZATION FORM LETTER FROM THE MANUFACTURER.

SIGN PERMITS (MIN. \$123): SIGN CONTRACTOR ONLY. SUBMIT 2 COPIES OF SITE PLAN, 2 COPIES OF DRAWINGS SPECIFYING SIZE OF SIGN, SIZE OF THE BUILDING FACADE TO SCALE SHOWING LOCATION OF PROPOSED SIGNS, 2 PHOTOS AND SIGN AFFIDAVITS.

TEMPORARY CONSTRUCTION TRAILERS (MIN. \$500 FOR 6 MONTHS): MUST SUBMIT TIE DOWN SPECIFICATIONS, SURVEY, AND SITE PLAN INDICATING LOCATION AND SETBACKS AND DEPARTMENT OF COMMUNITY AFFAIRS APPROVAL FOR PRE-MANUFACTURED TRAILER.

TEMPORARY TENTS (MIN. \$130): SUBMIT 2 SITE PLANS OR SURVEYS, FIRE RETARDANT CERTIFICATE, NEED SAMPLE OF MATERIAL (SWATCH). IF ELECTRICAL IS INVOLVED THE PERMIT MUST BE BY A CONTRACTOR. PRIOR TO SUBMITTING APPLICATION TO BUILDING DIVISION, APPROVAL FROM THE CITY CLERK IS REQUIRED, CITY COUNCIL AND REVIEWED BY ZONING DIVISION. (only fireworks tent do not require city clerk approval)

WINDOW PERMITS (MIN. \$95), DOOR PERMITS, TRUSSES & SHOP DRAWINGS (MIN. \$95): MUST SUBMIT 2 COPIES OF THE OF THE PRODUCT APPROVALS. THE SHOP DRAWINGS MUST ACCOMPANY THE APPROVED MASTER PLANS. IF THIS IS A STAND ALONE PERMIT FOR WINDOWS, NEED TO PROVIDE COMPLETE FLOOR PLAN SHOWING SIZE OF WINDOWS AND LOCATION AND DESIGN WIND PRESSURES.

UPDATED SURVEY = MAP WITH COMPREHENSIVE VIEW DETERMINING BOUNDARIES, AREAS & ELEVATIONS DONE BY PROFESSIONAL LAND SURVEYOR NO OLDER THAN 6 MONTHS.

Department Personnel Contact List

Office of the Building Official		
Juan Gutierrez, Building Official	(305) 883-5830	
Margarita De Las Salas, Secretary	883-5831	
Building Inspectors		
Rey Regalado Chief Bldg. Insp.	883-5838	
General Inspectors	883-8098	
Building Plans Processors		
Richard Rubí	883-8027	
Evelio Mantilla	883-8086	
Structural Plans Processor		
Carlos Naumann P.E.	520-4654	
Electrical Inspectors		
John T. Hall, Chief Elec. Insp.	883-8085	
Jim Durr	883-8081	
Gregorio Nuñez	883-8046	
Mechanical Inspectors		
Julio Castaneda, Chief Mech. Insp.	883-8087	
David Deso	883-5806	
Plumbing Inspectors		
Jose Urrhely, Chief Plumbing Insp.	883-8088	
Heberto Garcia	883-8089	
Flood Plain Management		
Olga Garcia	883-8075	
Microfilm		
Magaly Lugo	883-5884	
Application Counter Clerks		
Sandra Matias, Inspection Request	883-5825	
Odalys Gonzalez	883-6968	
Martha Rodriguez, C.O.'s	883-6966	
Plans Processing Counter Clerks		
Awilda Rivera, Plans Routing	883-6967	
Georgina Orta, 40 Yr. Recert	883-8079	
Mercy Romo, License & Roofing	883-5963	
Building Department Hours:		
Office Hours (Mon. – Fri.)	8:00 am – 4:00 pm	
Inspections Request	8:00 am – 3:00 am	
Walk-thru Sign-In	8:00 am – 10:00 am	
Inspectors available	8:00 am – 9:00 am	

Chiefs/Processors by Appointment Only.